Your Sage Account and 2-Factor Authentication

This document provides the necessary steps to create your Sage Account and setup your 2-Factor Authentication.

The **Sage Account** process requires all users with an existing Sage University profile to create their unique Sage Account.

The **2-Factor Authentication** process adds extra security to your Sage Account.

Follow the links below to complete your Sage Account signup and 2-Factor Authentication setup.

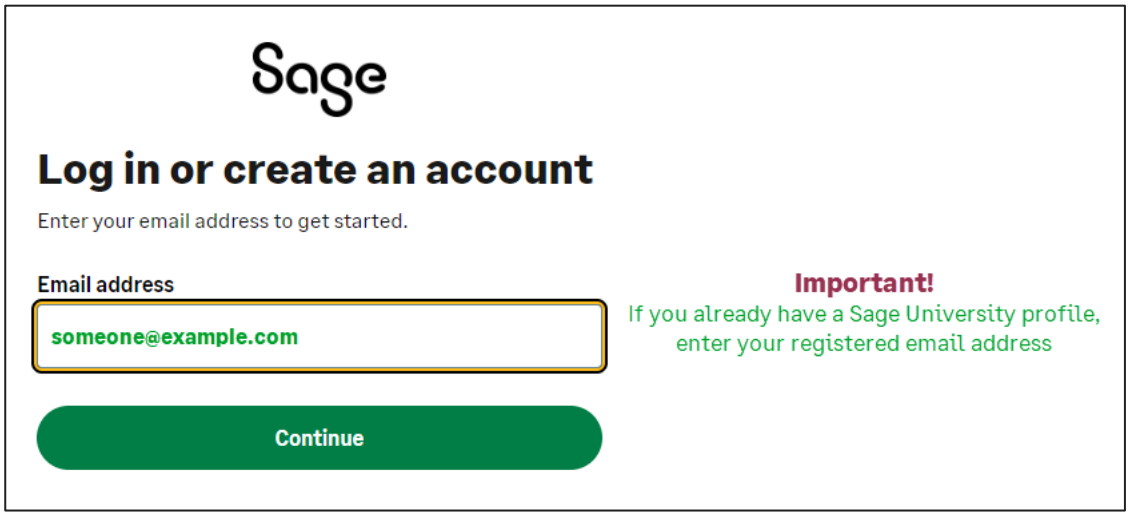
Create your Sage Account

2-Factor Authentication Setup

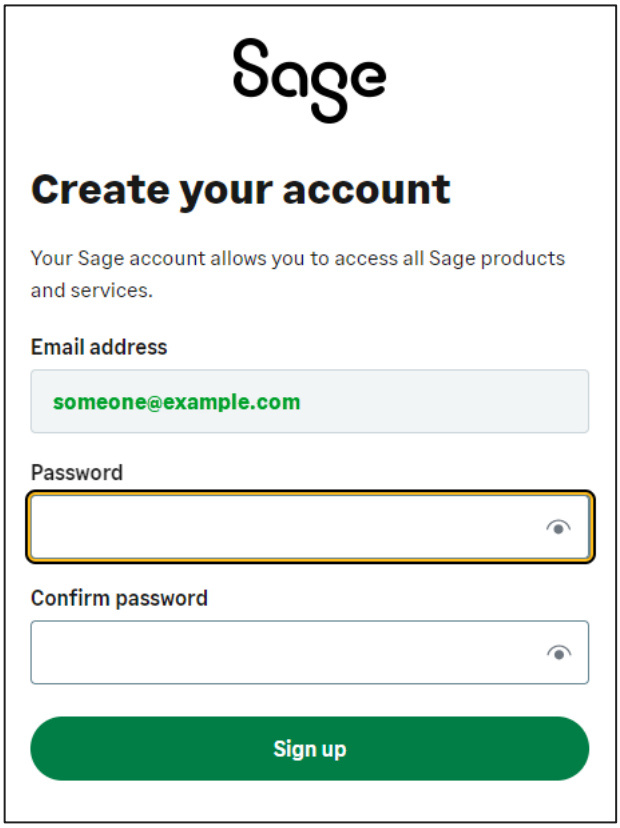
How do I create my Sage Account?

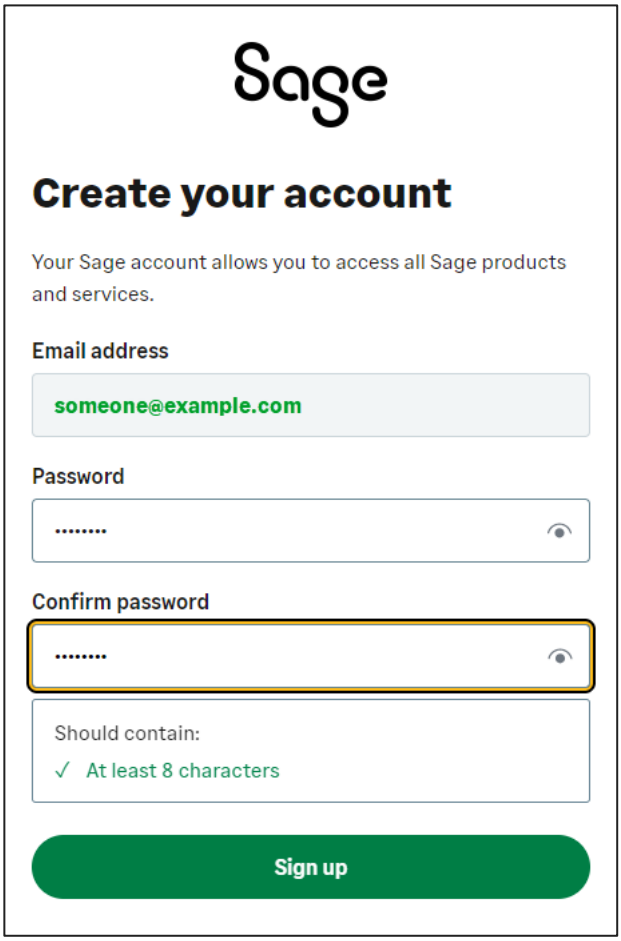
The **Sage Account** process requires all users to create their unique Sage Account. This Sage Account is linked to your Sage University profile and allows you access to Sage University. **This is a once off process that needs to be completed.**

- Click here to access the **Sage University Log in** page.
- On the **Log in or create an account** page, enter your email address and click on **Continue**.

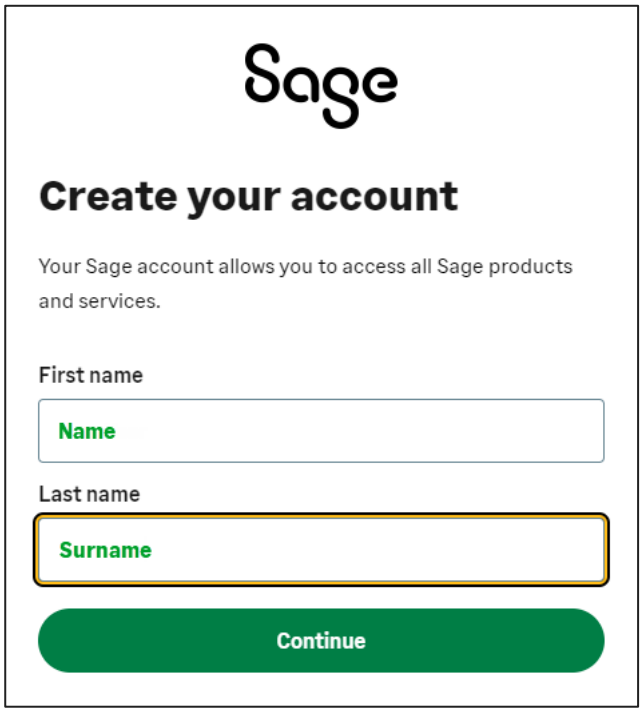


- Enter and confirm the password you will make use of and click on **Sign up**.

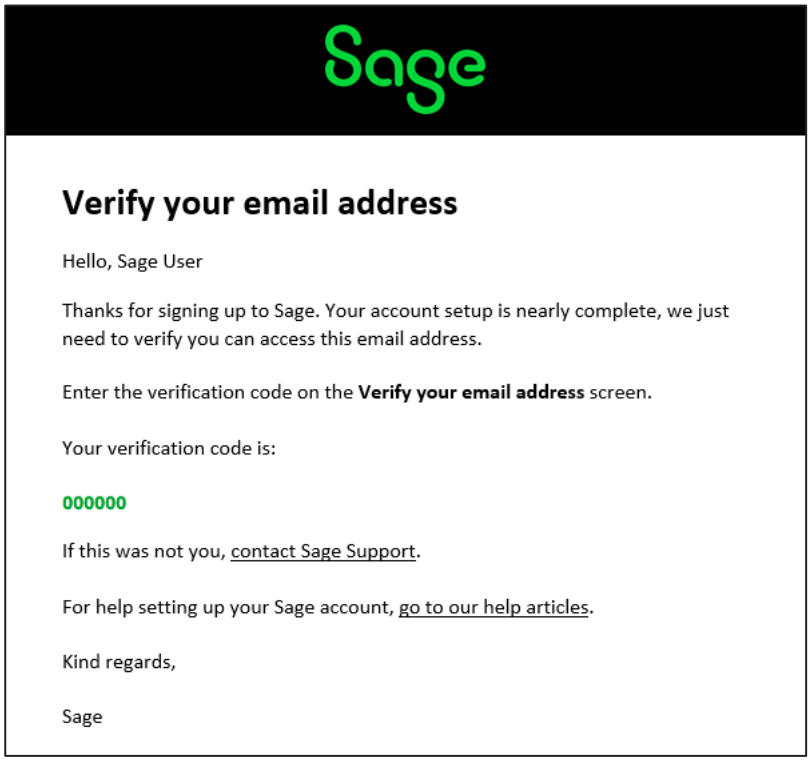




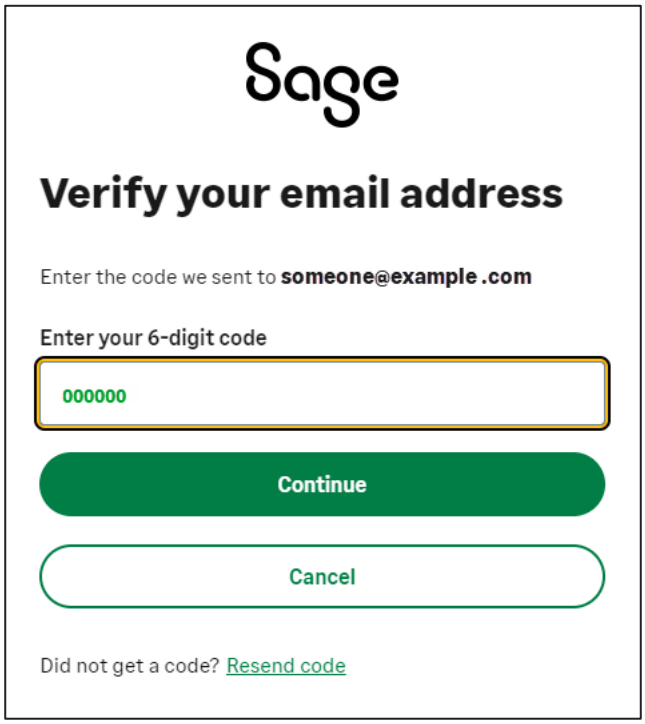
- Enter your **First name** (*Name*) and **Last name** (*Surname*) and click on **Continue**.



- A verification code will be emailed to the email address you signed up with. Check your email **Inbox** or your **Junk** mailbox for an email from **donotreply@notify.sage.com**.



- Enter the verification code received to verify your email address and click on **Continue**.



You will now have access to Sage University with your Sage account credentials.

VERY IMPORTANT!

- If you are a first-time user and **DO NOT** have a Sage University profile, you will be prompted to complete the Sage University profile form. After completion, you will be directed to your Sage University home page. Any training you request will be loaded onto this profile.
- If you already have a Sage University profile, only enter your email and password and you will be directed to your Sage University home page where you can access your training.

How do I setup my 2-Factor Authentication?

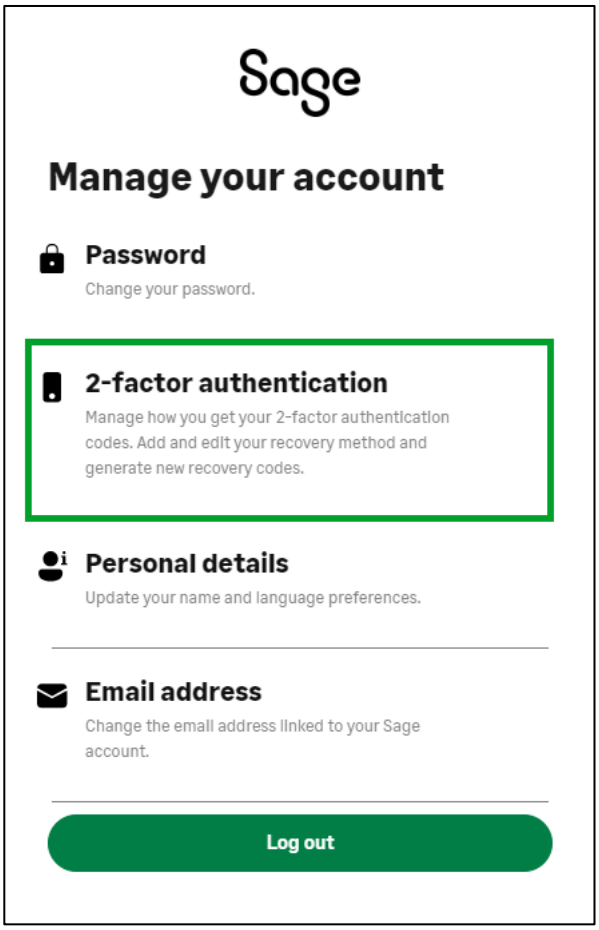
2-Factor Authentication adds extra security to your Sage account. Every time you log in, you need to provide a code to verify it's you.

Step 1

Log in to the Account Management area.

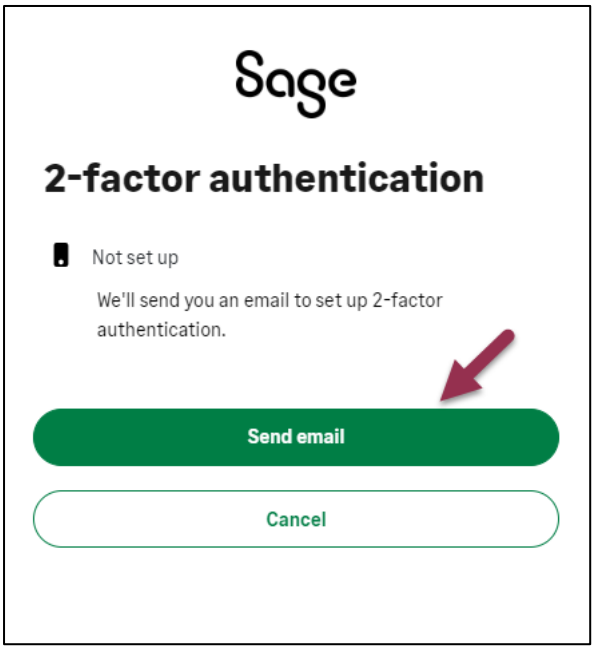
Step 2

Click **2-factor authentication**.



Step 3

Click **Send email**.

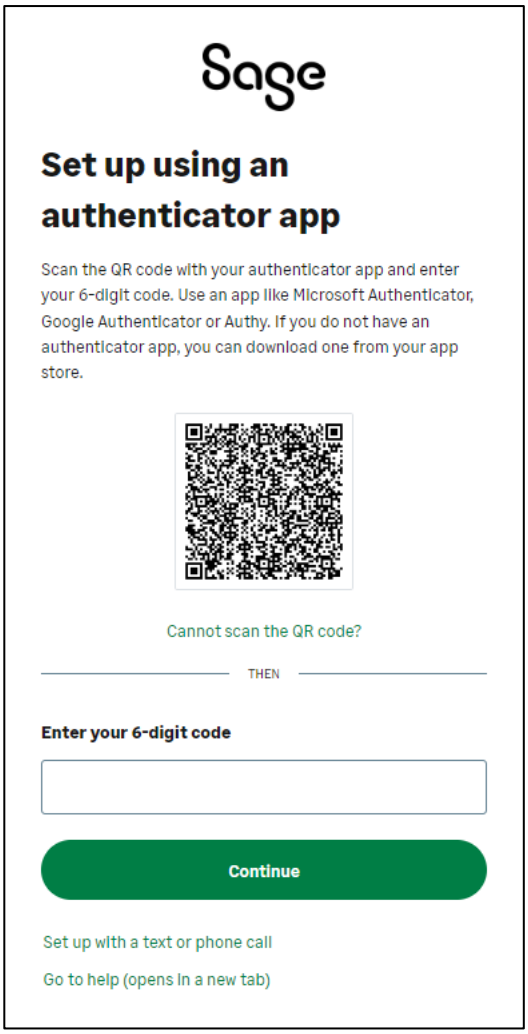


Step 4

You'll receive an email to enrol in 2-factor authentication. Use the link in the email to set up 2-factor authentication on your account.

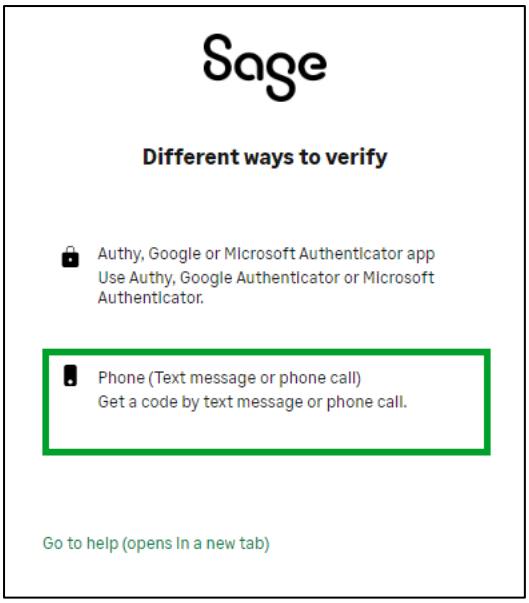
Step 5

Select **Set up with a text or phone call**, at the bottom of the screen.



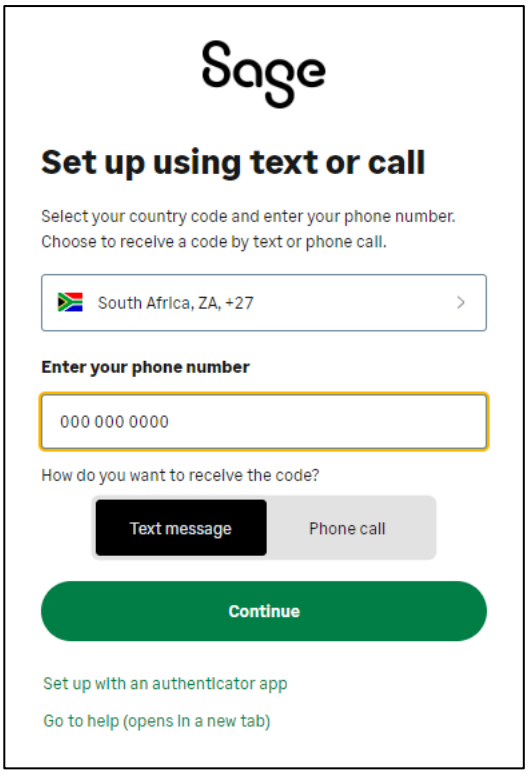
Step 6

Select the **Phone** option.



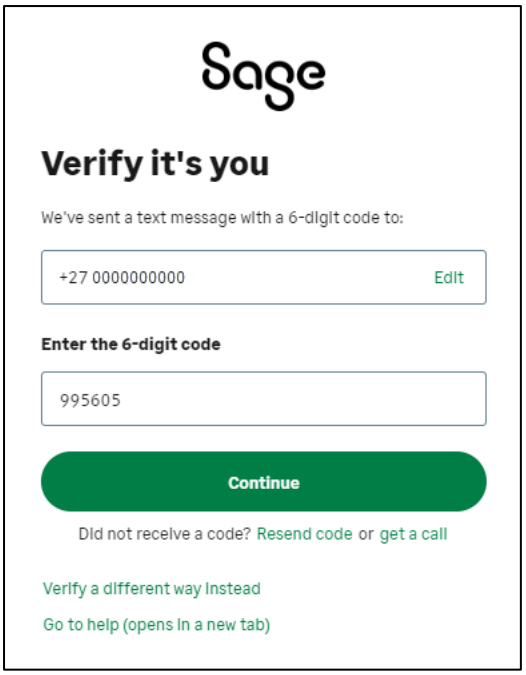
Step 7

Ensure the **Text message** box is highlighted, enter your phone number and click **Continue**.



Step 8

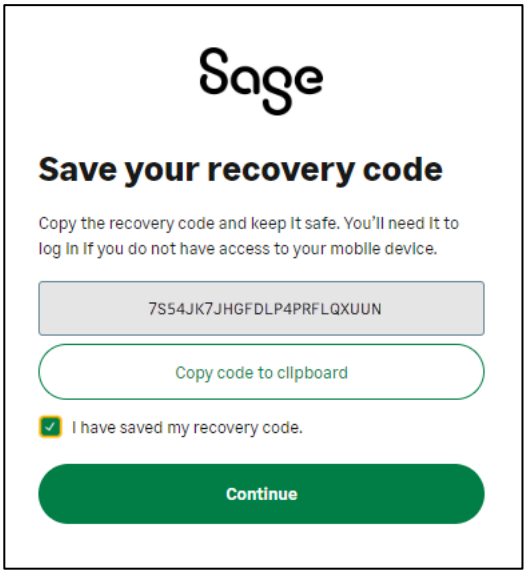
Check your text messages to retrieve your one-time passcode. Enter the code and click **Continue**.



Step 9

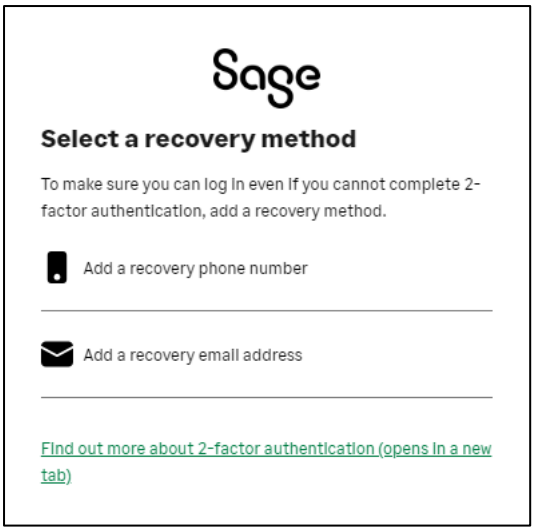
Record the recovery code and store in a safe location. You will need this code to access your account if you do not have access to your mobile phone to retrieve the one-time passcode when logging into your account.

Select the **I have saved my recovery code** check box, then click **Continue**.



Step 10

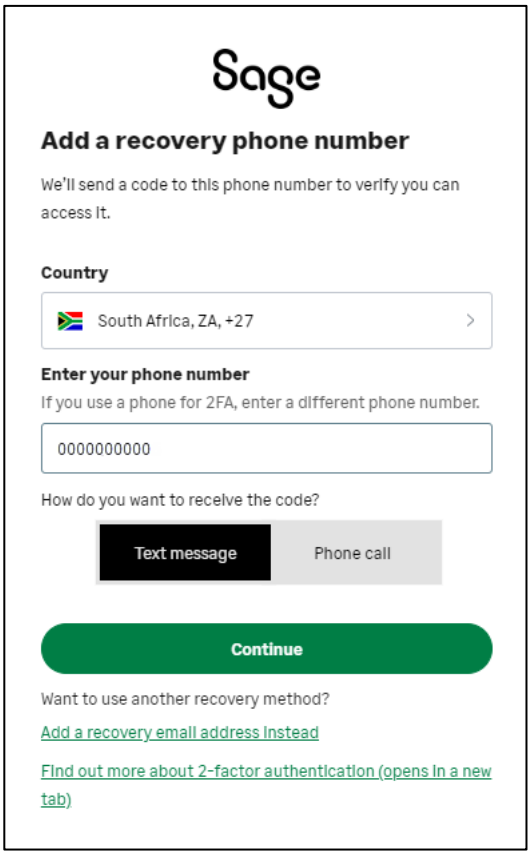
Select a recovery method.

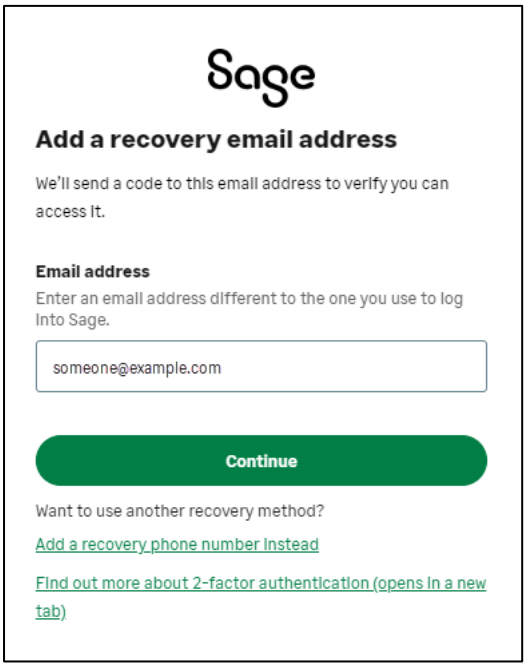


Step 11

Based on your selection in **Step 10**...

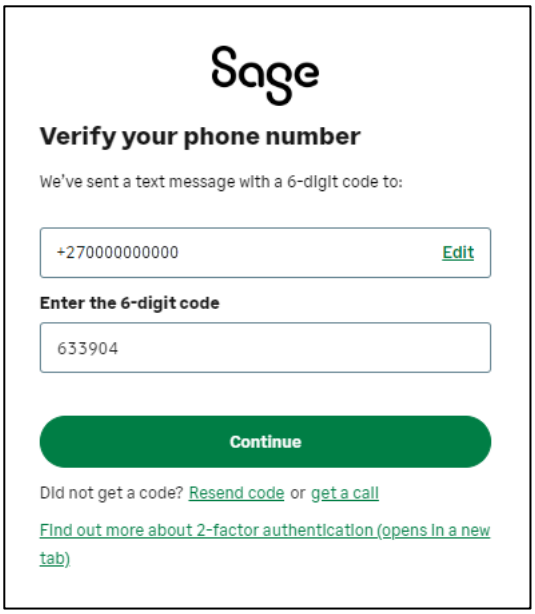
Enter a recovery phone number if you selected **Add a recover phone number**.
Enter a recovery email address if you selected **Add a recovery email address**.

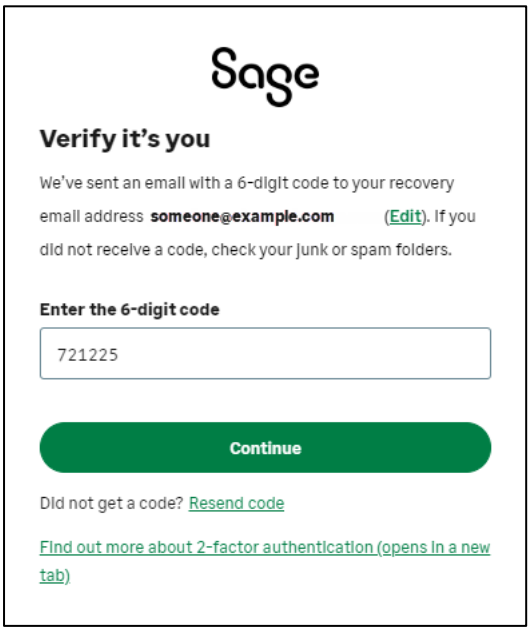




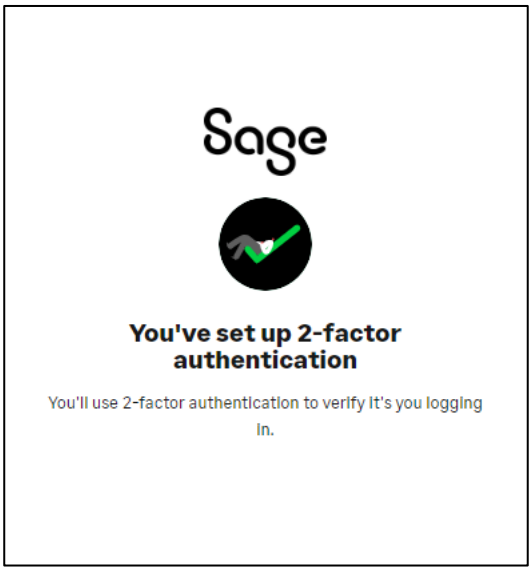
Step 12

Verify it's you, by entering the 6-digit code sent to your phone or email.





Once you have completed these steps, 2-factor authentication is activated, and you will begin to receive codes to your mobile device when logging in to your product or service.



Questions

Log a Sage Request

View our Frequently Asked Questions

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